

Self Service Time and Attendance (SSTA): Time Collection Device (TCD) Users: Verifying Your Reported Hours in SSTA

Important Reminders:

- As a Time Collection Device (TCD) user, you have the ability to log into SSTA to view a 'read only' copy of your timesheet to verify your time reported for the current week.
- You are not able to edit the SSTA read only timesheet. If something needs to be corrected on your timesheet, please notify your time approver. Your approver will perform the necessary corrections on your behalf.
- Review the punch timesheet navigation online learning and job aid before you verify your punches to familiarize yourself with the fields on the punch timesheet.
- If you need to reset or have forgotten your SSTA password, please contact the MassHR Employee Service Center (ESC). The contact information for the ESC is located on the back of your TCD timecard.
- If you work in an agency that is not supported by the ESC, please contact your agency Human Resources/Payroll department for password reset and questions about time reporting.

Step	Action
1.	Sign into SSTA using your User ID and password. Your initial User ID is your six digit employee ID plus the last four digits of your social security number. Once logged into the system, you will be prompted to choose a permanent password and answer a security question for authentication purposes.
2.	Once logged in, the SSTA homepage will display. Click on the SELF SERVICE link located in the menu box, then click on the TIMESHEET link.

Step	Action
3.	Your timesheet will display. You will only have access to review your timesheet for the current week. Review your reported time for the week including your IN , MEAL OUT , MEAL IN , and OUT times. As a reminder, SSTA automatically calculates shift and weekend differential based upon your IN and OUT times listed on your timesheet. Ensure that your reported hours and scheduled hours at least match by reviewing the Reported and Scheduled Hours information location on the top portion of your timesheet. Hours over your scheduled hours will be calculated as Comp Time, Overtime, or Uncompensated (Unbudgeted) time based on your agency business practice. If you are unsure how extra hours will be reported, you must contact your agency Human Resources/Payroll department for further clarification.
4.	Review the STATUS column on your timesheet to determine if your reported time has been APPROVED , or is still in NEEDS APPROVAL status.
5.	If you need to correct something on your timesheet, please contact your supervisor who will fix your timesheet on your behalf.
6.	Below your timesheet is the LEAVE BALANCE table complete with Comp (if applicable), Personal, Sick, and Vacation leave. Please take a moment to review your leave balances.
7.	After your have reviewed your timesheet, please click on the SIGN OUT link to log out of SSTA.